

1904

## SPECIAL NOTICE.

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The mass of material required to be handled in the Copyright Office has assumed large proportions. During the calendar year 1903 more than one hundred thousand titles for copyright were received and considered. Out of this number 99,436 actual entries were made. More than seventy thousand letters were received, and over one hundred and twenty-four thousand separate pieces of mail matter were sent from the Copyright Office during the year 1903.

One hundred and eighty thousand five hundred and twenty-seven articles (books, periodicals, musical compositions, maps, photographs, engravings, etc.) were received, acknowledged, dated, numbered, credited, and *catalogued*, more than one hundred and sixty-three thousand catalogue cards being made for this purpose.

These figures give some idea of the amount of detail work required to be done in the Copyright Office. It is earnestly desired to handle all copyright matter with such care and method that the business intrusted to the office shall be executed with correctness and reasonable dispatch. The clients of the Copyright Office can aid in expediting their copyright business by acquiescing in the following suggestions:

1. Remit only the **EXACT FEE** required by law, as stated in the Fee Circular and "Directions."
2. Send no fees in coin, bills, or postage stamps, but remit, preferably, by money order, express order, or—upon arrangement with the Register of Copyrights—by check.
3. Send no remittance unaccompanied by **TITLE** and proper application for copyright, with a clear statement of the name and address of the remitter, and how it is desired the money should be applied.
4. Send no remittance, or stamp, or stamped envelope for return postage.
5. Send no article for deposit without marking upon *the article itself* (not the wrapper) the name and address of the sender and of the claimant of copyright.
6. Send no article, such as a photograph, engraving, or chromo, without marking upon it a title or name, and a distinguishing mark or number, if more than one article bears the same title, and the name and address of the sender and of the claimant of copyright.
7. If a receipt for deposit is required, send a filled-out receipt form or card **WITH THE ARTICLE**, *not in separate envelope*.
8. Having complied with the law in sending two copies, *do not make duplicate deposits*. They are useless so far as protecting the copyright is concerned, and considerable time is lost in making the examinations necessary to determine that they are duplicates.
- (9. **SEND APPLICATION, TITLE, FEE, AND, WHEN POSSIBLE,**  
**THE TWO COPIES IN ONE PARCEL.** By using the addressed franking)  
label no postage need be paid, and the parcel will not be subject to any limit of weight or size.
10. In case of doubt as to any point connected with the filing of applications for registration, as a preliminary to obtaining copyright, a letter of inquiry may profitably precede the formal application, upon receipt of which the office will be glad to answer any questions asked, and to render any service possible.



# DIRECTIONS FOR REGISTERING COPYRIGHTS.

## TO WHOM APPLICATION FOR COPYRIGHT SHOULD BE MADE.

All correspondence regarding copyright business and all articles forwarded in relation to copyright should be addressed: "THE REGISTER OF COPYRIGHTS, COPYRIGHT OFFICE, LIBRARY OF CONGRESS, WASHINGTON, D. C."

Address Register of Copyrights.

Addressed labels, which can be used for all copyright business without the payment of postage, can be obtained upon request.

Addressed labels.

*Please do not send any stamps or stamped envelopes for return postage, as all mail matter sent from the Copyright*

Do not send return postage.

Office, addressed to any part of the United States (including Alaska, the Philippines, and Hawaii), Canada, and Mexico, is carried without postage under Government frank. Also, please do not send any remittance to pay for blanks or circulars of any kind, as they are furnished without charge upon request.

Send no money for circulars, etc.

## APPLICATION FOR COPYRIGHT REGISTRATION.

It is highly desirable that each application for copyright entry shall be so made that the law is strictly complied with, so that no question can arise as to the validity of the entry recorded. Also, that the application shall be in such a form that the Copyright Office can, upon its receipt, promptly make the entries desired, and thus avoid delay through the necessity for correspondence.

Application for copyright.

To aid in accomplishing this, the Copyright Office prepares application forms, which should be used in all cases in accordance with the directions for filling them up, printed on the blanks. The forms will be furnished upon request. The forms are made as simple as the law will allow, and it is desirable that all the information asked for shall be supplied.\* The following information called for in the blanks is necessary, and without it no entry of title can be made:

Application forms.

1. The application must state the nature of the article for which copyright is desired—i. e., whether it is a book, periodical, map, drama, musical composition,

Application must state nature of article.

\* See pages 8 and 9 for wording of the application forms.

Articles subject to copyright.

*engraving, photograph, lithograph, chromo, or a painting, drawing, or statuary.* The classes of articles named in the copyright statutes as subject to copyright are printed on the application blanks and no article can be registered in the Copyright Office which can not be classed under one or the other designation used in the law to indicate the articles subject to copyright protection. Indefinite designations, such as "publication," "reproduction," "picture," "work of art," etc., should not be used. The term "chart" should only be used to indicate some form of map, and not in its ordinary sense in referring to printed matter spread out upon a sheet. Such articles should be described as **BOOKS**. The words "engraving," "cut," and "print" are understood to mean only a work of art, and the articles which they designate are subject to copyright registration in the Copyright Office, Library of Congress, only when they are articles sold or exchanged for their artistic value. The term "print" should not be used to designate something merely printed. The terms "design" and "model" should only be used to designate a distinctly artistic production. If only the *words* of a song are desired to be protected, the application should be made out for a "book;" if protection is desired for both words and music, application should be made for a "musical composition." Do not apply for entry of a "comedy," a "drama," or a "farce," or use any similar differentiating term, but in all cases use the statutory designation "dramatic composition."

Chart.

Engraving, cut, and print.

Design and model.

Dramatic composition.

State where article is printed or made.

State nationality of author.

Author of foreign nativity, but legal resident of United States.

2. When application is made for a book, chromo, lithograph, or photograph, it is necessary to state where the article is printed or made, or whether it is printed or made, or to be printed or made, in the United States.

3. It is not necessary to state the name of the author if it is desired to keep the book or other article anonymous, but the *nationality* of the *author* of any literary, dramatic, musical, or artistic work is required in order to determine the fee to be charged, and also to determine whether the article, in the case of a foreign work, is the production of a citizen of some country to the subjects of which country the privilege of copyright in the United States has been extended.

In the case of an author who is a native of a foreign country but a *legal or permanent resident* of the United States, that fact should be stated, or the citizenship should be given as of the United States. If the author is of for-



sign nativity but has declared his intention to become a citizen of the United States, that fact should be stated.

4. An entry of copyright claim can not be made unless the application for such entry contains a distinct statement *in whose name* the claim of copyright is to be registered. The Copyright Office can not *infer* from the form of application who is the intended claimant. The application must distinctly state the full name and address of the person who claims to be the proprietor of the copyright. No entry can be made in a fictitious name, such as a *nom de plume* or pseudonym. The *real* name of the claimant should be stated. Not only does the law require that the real name of the copyright claimant shall be printed in the notice of copyright which it is obligatory to print upon each copy of any article copyrighted, but it also requires that the name of the copyright claimant shall be printed in the catalogue of copyright entries. If an author desires to preserve his anonymity and to avoid putting his name on record, he should arrange to have some other person make the copyright entry in such person's name as "proprietor," under an arrangement with himself as author. Entry may be made in the name of a firm, of a corporation, or trustee, or in two or more names as joint authors or proprietors.

State name of claimant.

*Nom de plume or pseudonym.*  
Real name of claimant must be stated.

Firm or corporation name may be used.

5. The blank should be filled up to state whether the copyright is claimed as *author* or as *proprietor* of the work whose title is recorded.

State whether author or proprietor.

- One application form will serve for a number of titles, provided the information called for on pages 1 and 2 of the blank is equally applicable to each title. In case, however, the titles are typewritten on page 3 of blank "A," a space of 1 inch should be left after each title, and no more be put upon each page than will allow this space, which is required for receiving the date and number stamp which pertains to each title.

One application will serve for several titles.

- Application form A is to be used only for the following articles: Book; Periodical; Musical composition; Dramatic composition; Map or chart; Engraving, cut, or print; Chromo or lithograph; Photograph.

Application form.

- Application form B is to be used only for the following productions: Painting; Drawing; Statue; Statuary; Model or design intended to be perfected as a work of the fine arts.



## APPLICATION FOR COPYRIGHT REGISTRATION.

FORM  
B  
GENERAL  
VERSION OF  
MAY, 1908.

Date, .....

To the Register of Copyrights, Washington, D. C.:

Inclosed find \$..... cents in money order, which you are requested

to apply as follows:

(a) As the statutory fee for recording the accompanying description, \$..... cents.

(b) As the statutory fee for a copy under seal of such record (Certificate), fifty cents.

Name, in full, and address of applicant.

Name, .....

Street and Number, .....

Town and State, .....

Please read the following directions with care and fill in the required information with exactness in order to avoid delay in your copyright business.

<p>1. Use only one of these five descriptions: 1-PAINTING; 2-DRAWING; 3-STATUE; 4-STATUARY; 5-MODEL, or DESIGN INTENDED TO BE PRESERVED AS A WORK OF THE FINE ARTS.  <i>EXP. USE NO OTHER TERMS THAN THE ABOVE.</i></p>	<p>1. NAME OF ARTICLE.          _____          _____          _____</p>
<p>2. Write full name of person to whom name on "Author," "Designer," or "Proprietor" the claim of copyright is to be awarded, and their address.  <i>EXP. The holder of copyright on every copy of the article must have name of claimant marked in exactly the form written here.          Copyright, ..... by .....          (then insert year.) (then insert full name of claimant.)</i></p>	<p>2. NAME OF CLAIMANT OF COPYRIGHT, AND RESIDENCE.          Name, .....          Residence, .....          _____          _____</p>
<p>3. Write here an abbreviation of the accompanying title, sufficient to identify the full description required to be written below.  <i>EXP. One hundred words for more than one title or description if the information about the on pages 1 and 2 of the book is equally applicable to each.</i></p>	<p>3. TITLE OR WORK.          _____          _____          _____</p>
<p>4. If the author, artist, or designer is living, state citizenship and residence if such state nationality. If naturalized citizen, so state.  <i>It is not necessary to describe the name and residence of any author, artist, or designer who is not also the claimant of the copyright, but it is essential to IMMEDIATE THE NATIONALITY ON CITIZENSHIP.</i></p>	<p>4. NAME AND NATIONALITY OF AUTHOR, ARTIST, OR DESIGNER.          Name, .....          [May be omitted if desired.]          Residence, .....          [May be omitted if desired.]          Nationality, or }          Citizenship, } ..... [MUST BE GIVEN.]</p>
<p>5. State whether copyright is obtained as Author, Designer, or Proprietor.  <i>EXP. Write in one only of these three legal designations, and use no other terms or terms.</i></p>	<p>5. TERM OF CLAIM.          _____          _____</p>
<p>6. Give name of person to whom reply is to be sent, together with full address.</p>	<p>6. NAME AND ADDRESS TO WHOM REPLY IS TO BE SENT.          Name, .....          Address, .....          _____</p>

## DESCRIPTION.

Write or typewrite here a brief description of the **PATTERN, DRAWING, STATUE, STATUARY, or MODEL** or **DESIGN** intended to be preserved as a **WORK OF THE FINE ARTS**. The description must, however, be sufficiently full to completely identify the article.



## FILING THE TITLE.

Printed or  
typewritten title  
must be filed.

The first step to be taken in order to secure copyright protection, according to law, is the transmission to this office of a *printed copy of the title of the book or other article*. (Revised Statutes, section 4956.) The copying of such title page into the record books of the Copyright Office becomes the recording of the claim of copyright. The requirements of the statute are definite, and it is incumbent that they shall be exactly complied with. If, therefore, no title is sent, no entry can be made.

Formal appli-  
cation should be  
made.

Formal application for copyright should be made by filling up the application blank in accordance with the directions printed on it and mailing it with the required fee, addressed: THE REGISTER OF COPYRIGHTS, COPYRIGHT OFFICE, LIBRARY OF CONGRESS, WASHINGTON, D. C. The application should always be accompanied by

Printed title  
should be sent.

a title page. Preferably a *printed* title of the book or other article should be sent; or, in lieu thereof, a third copy of the article. But if this can not be done, the title should be *typewritten* on page 3 of the blank, and should be worded exactly as it is proposed to print the title of the published book, or other article. The copyright law distinctly requires the filing of a "printed" title, and if a typewritten title is sent it is accepted at the risk of the sender. *Written titles can not be accepted.* Sending two copies of a book or other article is not a compliance with the requirement of the law that a title and two copies are to be sent, but three copies will serve, if such copies bear the printed title.

Music titles.

In the case of music, preferably the *printed title cover* of the music should be sent when this contains a complete title, with names of author of the words and composer of the music; or, in lieu thereof, a *third* copy of the piece of music. But if this can not be done, the complete title should be *typewritten* on blank page of the application form. If several typewritten titles are to be sent with one application, they can be put upon page 3 of the application blank, 1 inch apart, so as to allow the date and number stamp to come between. Typewritten titles are accepted upon the sole responsibility of the sender.

Arrangements  
of music.

In the case of music published and sold in different editions *arranged for different instruments*, the title of each arrangement should be forwarded for record, and should be a complete printed title distinctly denoting the

arrangement or instrumentation. In such cases, it is the name and nationality of the author of the arrangement, not of the original composer of the music, which should be stated. In the case of musical compositions published in various keys the prudent course, also, is to register the title of each separate edition of the music printed, with a statement of the key.

In the case of a painting, drawing, statue, statuary, or a model or design for a work of the fine arts, in lieu of, or in addition to the title, if there is one, a *description* is required to be sent, and a *photograph* to be filed. This photograph is required for identification, and should be a *photograph taken directly from the work of art*, and not a print, half-tone, photogravure, or any other kind of reproduction. Original works of art.

For any of these productions use Application form B.

Great care should be taken to send the required title or description for record *before the publication* or distribution of any copies of the article which it is desired to copyright. Title must be filed before publication.

The law states explicitly (section 4956, Revised Statutes) that "*No person shall be entitled to a copyright unless he shall, on or before the day of publication, in this or any foreign country, deliver at the office of the Librarian of Congress, or deposit in the mail within the United States, addressed to the Librarian of Congress, at Washington, District of Columbia, a printed copy of the title of the book, map, chart, dramatic or musical composition, engraving, cut, print, photograph, or chromo, or a description of the painting, drawing, statue, statuary, or a model or design, for a work of the fine arts, for which he desires a copyright.*"

#### DATE OF REGISTRATION OF TITLE.

All titles are recorded under the date of their receipt in the Copyright Office. This course is obligatory, and requests to give dates to the title records anterior to actual receipt of titles can not be acquiesced in. If, for special reasons, it is desired to have a title recorded on a certain date, it is incumbent on the person sending it to forward title and proper application sufficiently early to insure their receipt at the Copyright Office on or before the date named. Date of registration.

On such days as by law are legal holidays in the District of Columbia, the Copyright Office is not open and no Legal holidays.

registrations are made. In arranging for days of simultaneous publication these days or dates should be avoided. The following are legal holidays under which dates no entries will be made: The first day of January (New Year's day), the twenty-second day of February (Washington's birthday), the fourth day of March (each fourth year, Inauguration day), the thirtieth day of May (Decoration day), the fourth day of July (Independence day), the first MONDAY in September (Labor's Holiday), the twenty-fifth day of December (Christmas day). In addition, any day appointed or recommended by the President as a day of public fast or thanksgiving, becomes a legal holiday on which date no registrations are made. The last Thursday in the month of November is thus appointed Thanksgiving day, and no copyright entries are made on that day. In case any one of these holidays falls upon Sunday, the next succeeding Monday is considered the legal holiday, on which date no registrations are made.

#### WORKS IN MORE THAN ONE VOLUME.

Each volume requires separate entry.

Each number of a periodical requires separate entry.

Each variation requires separate entry.

Each pose of photograph requires separate entry.

In the case of works published in parts or volumes, the title of each part or volume should be recorded as if an independent work. Of newspapers, magazines, or other periodical publications, the title for each number, *distinguished by volume, number, and date*, is required to be filed as if it were a distinct work.

In the case of engravings, photographs, or other articles published with variations, or music in different arrangements, a title is required to be recorded for each variety, and must be so worded as to clearly differentiate the different editions or issues. Each pose, in the case of a photograph, requires separate entry under some distinguishing title, number, or mark.

Regarding the registration of periodicals, see page 18.

#### WHO CAN APPLY FOR COPYRIGHT REGISTRATION.

The author or his assigns can obtain copyright.

Assigns of author privileged to copyright.

Translator, editor, dramatizer, or compiler.

1. The *author* of any literary, musical, dramatic, or artistic work, who is a citizen of the United States, or a subject of any country to whose citizens the United States has extended the benefits of copyright, is privileged to obtain copyright in the United States. 2. Any person to whom an author, *who has the privilege of copyright in the United States*, has transferred his copyright can apply for and obtain copyright entry as a "proprietor." 3. A translator, and the editor, compiler, dramatizer, or abridger of



a work, may, under the copyright law, be considered as the author of the translation, the compilation, the dramatization, or the abridgment, and can apply for and obtain copyright registration.

- 5 The mere possession of a book, either in manuscript or printed form, does not of itself give the possessor the privilege of copyright registration.

#### DEPOSIT OF COPIES.

The second step required to be taken to complete a <sup>Deposit of cop-</sup> copyright is the deposit of *two* copies of the article for which the title has been recorded. This should be made before the publication or distribution of any copies of the article, the law explicitly providing that "*No person shall* <sup>Must be before publication.</sup> *be entitled to a copyright unless he shall also, not later than*

15 *the day of the publication thereof, in this or any foreign country, deliver at the office of the Librarian of Congress, at Washington, District of Columbia, or deposit in the mail, within the United States, addressed to the Librarian of Congress, at Washington, District of Columbia, two cop-*  
 20 *ies of such copyright book, map, chart, dramatic or musical composition, engraving, chromo, cut, print, or photograph, or in case of a painting, drawing, statue, statuary, model, or design for a work of the fine arts, a photograph of the same."*

25 Unless this deposit is made, a penalty of \$25 is incurred. <sup>Penalty for noncompliance, \$25.</sup>  
*Two* copies are required, and they must be complete <sup>TWO copies required.</sup> copies of the best edition. The original words of the Revised Statutes (section 4959) before the passage of the act of March 3, 1891, are: "Two complete printed copies

30 thereof, of the best edition issued." In the case of books, <sup>Books, photographs, chromos, and lithographs must be made in the United States.</sup> the copies must be printed from type set within the limits of the United States. Photographs must be prints from negatives made in the United States, or from transfers made therefrom, and chromos and lithographs from draw-  
 35 ings on stone or transfers therefrom made in the United States.

When a book is published serially in a periodical, *two* <sup>Book published in periodical.</sup> copies of each number of the *magazine* containing it should be deposited, and if afterwards published as a complete  
 40 work, then two copies of the completed book should be deposited.

In the case of a *new edition* the law requires the deposit of *one* copy. (Revised Statutes, section 4959.) <sup>One copy of new edition required.</sup>

Copies should be marked.

When sending the copies, please see that they are plainly marked with the distinguishing title of the article and the name and address of the sender. It is impossible to keep track of articles not bearing titles or other distinguishing marks in an office receiving more than three thousand articles each week. In any letter referring to an article sent for deposit, please name or describe the article fully and exactly.

Regarding the deposit of plays, see page 18.

All articles, such as photographs, engravings, etc., sent for deposit, should bear a distinguishing title, number, or mark. In the case of a series of photographs of the same subject, each pose should have some distinguishing mark.

Deposits can be mailed free.

These articles for copyright deposit can be sent *free* by mail (without limit of weight), if the printed Penalty Labels, furnished upon request by the Register of Copyrights, are used.

Send only TWO copies.

Please send only the two copies required by law, and do not duplicate the transmission of copies, as doing so is of no value to the copyright protection and results in loss of time in the office. The deposit of copies should never *precede* the registration of the title.

Address.

The articles should be addressed: "The Register of Copyrights, Copyright Office, Library of Congress, Washington, D. C."

#### MANUSCRIPTS OR OTHER ORIGINAL ARTICLES.

Manuscripts should not be sent.

Manuscripts can not be accepted as deposits to complete copyright, and should not be sent to the Copyright Office. No original drawings, paintings, or statuary, or models for pottery, porcelain, or glassware; nor any original articles or devices, such as models for games, puzzles, etc., should be sent to the Copyright Office.

#### RECEIPT FOR COPIES DEPOSITED.

Receipt for copies deposited.

By special provision of Congress, all articles deposited in the Library of Congress, Copyright Office, to complete entries of copyright, are catalogued and the titles published in the weekly publication entitled "Catalogue of title entries of books and other articles entered in the office of the Register of Copyrights, Library of Congress, at Washington, D. C., under the copyright law, wherein the copyright has been completed by the deposit of two copies." In this publication are given: The title of the article deposited; the name of the claimant of copyright; the date and



entry number of the record of claim of copyright; and the number and date of the deposit of the copies sent to complete the copyright.

This printed publication, therefore, is equivalent to a published receipt for copies deposited to complete copyright, and is the only form of receipt which the office is authorized by law to give; except that a certified receipt can be given upon payment of the legal fee of 50 cents. Catalogue entry equivalent to receipt for deposit.

If for special reasons, however, receipts for the deposit of copies are required, they can be given. A blank receipt card or form should be properly filled out by the sender of the article, ready for dating and signing; and be sent with the two copies of the article required by law to be delivered. Special receipt given.

These blank receipt cards or forms will be supplied on request, and they should be so fully and carefully filled out that no question of identity can arise; otherwise no receipt can be furnished. Blank receipt forms.

#### NOTICE OF COPYRIGHT.

The third step requisite to secure any valid copyright is the printing of the claim of copyright on each copy of the article protected. No copyright can be protected against infringement unless the notice prescribed by law is inserted in every copy produced. The wording of the notice is determined by the copyright statute, and must be one or other of these two forms: Notice of copyright.

a. Entered according to Act of Congress, in the year \_\_\_\_\_, by \_\_\_\_\_, in the Notice, form of.

(Here insert date.)

(Here insert full name of claimant.)

Office of the Librarian of Congress, at Washington; or,

b. Copyright, \_\_\_\_\_, by \_\_\_\_\_ Notice, where printed.

(Here insert year.)

(Here insert full name of claimant.)

In the case of a book, the law prescribes that this notice shall be printed on the title-page, or the page immediately following; and in the case of other articles copyrighted the notice must be inscribed on some visible portion thereof, or of the substance on which the same shall be mounted. The date given in the copyright notice should agree with the year date of the entry of the title upon the records of the Copyright Office, and the name of the copyright claimant, as printed, should agree with the name recorded as proprietor of the copyright. A variance between the claim as recorded and as printed upon the article would cast a doubt upon the validity of the copyright; hence care should be used to see that they agree. Date of notice.

Variance in claim of copyright.

## PENALTY FOR FALSE NOTICE OF COPYRIGHT.

False notice of  
copyright. Pen-  
alty \$100.

The law imposes a penalty of \$100 upon any person who shall insert the notice of copyright, or words of the same purport, upon any book or other article which has not been copyrighted, *whether such article be subject to copyright or otherwise*; or who shall knowingly issue or sell any article bearing a notice of United States copyright which has not been copyrighted in the United States; or who shall import any book, photograph, chromo or lithograph, or other article bearing such notice of copyright or words of the same purport, which is not copyrighted in this country.

Importation of  
articles bearing  
false claims.

## COPYRIGHT FEES.

Copyright fees.

The copyright fees prescribed by law are as follows:

Fee for citizen.

For recording each title of a book, or other article, the production of a citizen or resident of the United States, the charge is fifty (50) cents. If a certificate of copyright (*i. e.*, a certificate of the entry of the title) is desired, there is an additional charge of (50) cents, or \$1 in all.

Fee for for-  
eigner.

For recording each title of a book, or other work, the production of a person *not* a citizen or resident of the United States, the charge is \$1. This fee of \$1 is required to be paid for recording the title of every work whose original *author* or producer is "a person not a citizen or resident of the United States," whether the proprietor of the copyright is or is not a citizen or resident of the United States. A certificate of such record requires the payment of fifty (50) cents additional, or \$1.50 in all.

Copy of record.

For every copy under seal of the record of entry of any title, the charge is fifty (50) cents.

Receipt for de-  
posit.

For a certified receipt for the deposit of the two copies required by law, the charge is fifty (50) cents.

Assignment.

For recording and certifying any instrument of writing for the assignment of a copyright, of ordinary length, the charge is \$1; and for each copy of an assignment, \$1.

Certificate of  
copyright.

It is optional with the copyright applicant to pay the fee for a certificate at the time of entry of title. A certificate of copyright is convenient *prima facie* evidence of copyright entry; but this document can be had in the form of a certified *copy of record* at any time subsequent to the registration of title.

In no case should any postage stamps or stamped envelopes be sent for reply, as all Copyright-Office mail is forwarded under a Government frank.

All remittances should be by *money order* or express order, payable to the REGISTER OF COPYRIGHTS. No money (currency or coin) should be placed in any letter or package of books, music, or other matter sent to the Copyright Office; and all remitters are respectfully urged to take care to send an identifiable remittance. Postage stamps should not be sent as fees.

#### TERMS OF COPYRIGHT AND RENEWAL.

The first term of copyright is for twenty-eight years from the time of recording the title in the Copyright Office. *The title is recorded on the day of its receipt in the Copyright Office*, in accordance with the provisions of the copyright statutes, and no date prior to the day of receipt can be given to the entry of title. For list of legal holidays, upon which days no entries can be made, see page 11.

*Within six months before the expiration of the first term of copyright*, the copyright statutes provide (Revised Statutes, section 4954) that the author, if he be still living, or his widow or children, if he be dead, can have the copyright continued for a further term of fourteen years. This renewal requires the filing of the title a second time, and the deposit of the two copies, exactly the same as in the case of an original copyright. The fees are also the same, but in the case of a renewal a certificate is obligatory, and this certificate must be published, for the space of four weeks, in some one or more newspapers printed in the United States. This publication of the certificate of renewal must take place within two months from its date.

#### ASSIGNMENT OF COPYRIGHTS.

Copyrights are assignable in law by any instrument of writing. This should state the names of the assignee and the assignor, the title of the book or other article assigned; should contain a statement of "valuable consideration," and should be dated. Every assignment must be recorded in the Copyright Office within sixty days after its execution, "in default of which it shall be void as against any subsequent purchaser or mortgagee for a valuable consideration, without notice." (Revised Statutes, section 4955.)

The original instrument of assignment must be sent to be placed of record, and it is returned to the sender by

mail after it has been recorded. If 8 cents is received it will be sent by registered mail. No blank form for assignment of copyright is issued from the Copyright Office.

Fee for recording assignment.

Fee for copy of assignment.

The fee for recording and certifying any instrument of writing for the assignment of a copyright, of ordinary length, is \$1. The same fee is prescribed by law for each copy of an assignment.

#### PUBLICATION AFTER ENTRY OF TITLE.

Publication after entry.

The time of publication of any work of which the title has been recorded is not limited by the statute, but the courts have intimated that the publication should take place within a "reasonable time." The United States copyright law makes no provision for this interim period, and the inchoate right secured by the filing of the title-page prior to publication has not been determined; but the entry of the *title*, either of a book, periodical, or other publication subject to copyright, does not secure a monopoly in the use of such title. The title is only protected as an integral part of the work which it designates; hence only the titles of specific publications are subject to copyright registration.

Registration of title gives no monopoly of use.

#### TRANSLATION AND DRAMATIZATION.

Translation and dramatization.

The act of March 3, 1891 (51st Congress, 2d session, chapter 565, section 1: Statutes at Large, vol. 26, p. 1107), provides that "authors or their assigns shall have *exclusive* right to dramatize and translate any of their works for which copyright shall have been obtained under the laws of the United States."

Translations.

Translations authorized by the authors or proprietors of copyrighted works, and translations of non-copyrighted books, are subject to registration in the Copyright Office as original productions, and application for copyright registration should be made as for an original work.

Dramatic compositions.

Deposit of copies of drama.

Dramatic compositions should be applied for upon printed or typewritten titles, as in the case of other literary compositions. It has been the practice of the Copyright Office to receive and credit, at the responsibility of the claimant, two *typewritten* copies of a drama, but the safer course to pursue is to file *printed* copies.

#### PERIODICALS.

Periodicals.

The general title of a newspaper or periodical, apart from the contents, can not be registered for protection



under the copyright law. *Each number*, therefore, of a periodical should be entered by its title, distinguished by a statement of the volume, number, and date of the issue. Each number requires separate entry.

Application can be made for the entry, in advance, of a number of issues, by sending the printed title headings with the variations as to volume, number, and date written in, each issue requiring a separate fee and separate, complete title. If typewritten titles are sent, each title should be typewritten *in full*; and no ditto marks used.

The entry of title should *precede publication*, and two copies of each issue should be sent to the Library of Congress, *Copyright Office*, at the earliest moment after printing. Owing to the difficulty of insuring the receipt of the two copies of a newspaper in the Library of Congress Postmaster's receipt for mailing of two copies should be taken.

*on or before the day of publication*, as required by law, it is a desirable precaution to obtain the postmaster's receipt, to serve, in case of need, as evidence of the mailing of the two copies "on or before the day of publication." (Revised Statutes, section 4961.)

Care should be taken, in applying, that the name of the copyright claimant is stated in the same form as it is intended to print it in the notice of copyright required to be printed on each paper; and special care should be taken that the year date in the printed notice of copyright agrees with the year date of the entry of title, without regard to the date of publication of the paper. Variance in claim should be avoided. Date of claim on periodicals.

#### INTERNATIONAL COPYRIGHT.

By the act of March 3, 1891, which went into effect on July 1 of the same year, the United States Congress, by International copyright.

textual amendment of the then existing copyright law, removed the limitation of the privilege of copyright to citizens of the United States, and made it possible for foreign authors to obtain copyright in the United States upon the same terms as native authors, except that the fee for entry in the case of the production of a foreigner is double. Congress, however, distinctly provided that the copyright privileges secured by the act should "only apply to a citizen or subject of a foreign state or nation when such foreign state or nation permits to citizens of the United States of America the benefit of copyright on substantially the same basis as [to] its own citizens; or when such foreign state or nation is a party to an international agreement which provides for reciprocity in the

Copyright privileges extended to citizens of certain countries only.



granting of copyright, by the terms of which agreement the United States of America may at its pleasure become a party to such agreement."

Foreign authors may obtain copyright in U.S.

Under the operation of this provision, the privileges of copyright in the United States have been extended by Presidential proclamations to the authors of Belgium, Chile, Costa Rica, Cuba, Denmark, France, Germany, Great Britain and her possessions (Australia, Canada, India, etc.), Italy, Mexico, Netherlands (Holland) and possessions, Portugal, Spain, Switzerland, and China (by virtue of Article XI of the commercial treaty proclaimed January 13, 1904, see page 27).

Application for foreign works should be made as in the case of American works.

The authors, artists, composers, etc., of the countries named, therefore, and their assigns, as copyright proprietors, can obtain copyright protection for their works in the United States upon the same stipulations as those which apply to American authors, and the foregoing directions for obtaining copyright protection should be followed in the case of foreign works exactly as in the case of American works.

#### SPAIN.

Spain, copyright relations suspended during war. Renewal of copyright privileges.

The war with Spain suspended the privilege of copyright in the United States for the productions of Spanish subjects. Concerning the renewal of the privilege, the Attorney General expressed the following opinion, under date of December 2, 1898: "When a treaty of peace shall have been finally concluded, their rights will be determined either by the provisions of the treaty or, if the treaty be silent, it will be competent for the United States, through its executive officers, to resume the exercise of such rights and privileges as previously existed and have not been definitely declared terminated. So that if the treaty be silent with reference to copyright, it would, in my opinion, be entirely proper for the Librarian of Congress to admit Spanish subjects, after the conclusion and ratification of the treaty, to the same copyright privileges that they enjoyed prior to the declaration of war." Under the above opinion of the Attorney General, registration of titles of works by citizens of Spain has been resumed since April 11, 1899.

Copyright relations renewed.

## HAWAII, PORTO RICO, CUBA, AND THE PHILIPPINES.

In regard to the privilege of copyright in the United States on behalf of the natives of Hawaii, Porto Rico, Cuba, and the Philippines, the opinion of the Attorney General, December 2, 1898, was as follows:

Hawaii, Porto Rico, Cuba, and the Philippines.

"It appears that the subjects of Hawaii had not prior to the passage of the resolution of annexation of July 7, 1898, become vested by proclamation with the privilege of copyright in the United States. I have heretofore held, in an opinion, that certain laws of the United States relative to tonnage dues upon vessels from foreign ports still applied to the ports of Hawaii, and had not been abrogated by the terms or effect of the resolution of annexation. For the reasons given in that opinion, I think that the inhabitants of Hawaii are not at present, in the absence of affirmative legislation by Congress to that effect, entitled to the benefits of our copyright laws.

Opinion of Attorney General.

"Puerto Rico, Cuba, and Manila have not as yet been formally ceded to the United States. So far as they are subject to the control and government of this country they are ruled under the principle of belligerent right. They have not become entitled to the rights and privileges of citizens of the United States. In my opinion, when they shall have been directly ceded by treaty to the United States, and such treaty duly ratified by the Senate, their respective inhabitants will not be entitled to the benefits of the copyright laws unless the treaty, by its terms, confers such right, or Congress shall afterwards extend such laws to the inhabitants of those countries."

Cuba and Manila.

## PORTO RICO AND HAWAII.

Since the above opinion of the Attorney General was written an "Act temporarily to provide revenues and a civil government for Porto Rico, and for other purposes," was approved April 12, 1900, to go into effect on May 1; and an "Act to provide a government for the Territory of Hawaii," was approved April 30, 1900, to take effect on June 14. Under the provisions of these acts, the titles of books and other articles by citizens of Porto Rico and Hawaii have been registered in the Copyright Office since May 1 and June 14, respectively, as a preliminary to copyright protection.

Porto Rico and Hawaii.

## CUBA.

Cuba.

Cuba was established as an independent Government on May 20, 1902, and a proclamation by the President of the United States was issued on November 17, 1903, to the effect that satisfactory official assurances having been given that in Cuba the law permits to citizens of the United States the benefit of copyright on substantially the same basis as to citizens of Cuba, the benefits of the copyright laws of the United States have been extended to such citizens of Cuba as are the authors of literary and artistic productions, and their heirs, executors, and assigns.

## COPYRIGHT IN FOREIGN COUNTRIES.

Foreign copy-  
rights.

The benefits of copyright are available for the productions of American citizens in the countries named above (p. 20), but only as they are available to the citizens of such countries. That is to say, citizens of the United States can obtain copyright abroad in the countries named, and in such other countries as by their laws grant copyright privileges to aliens, by taking the steps required by the laws and regulations in force in each country. Application should be made to the copyright bureau, or government officer charged with the administration of copyright business in each case. Owing to the diversity of the requirements, and the necessity of complying exactly with the law and the departmental regulations, the practical way is to secure the services of an agent or publisher abroad.

Application  
should be made  
to the foreign  
copyright bu-  
reau.United States  
not a member of  
International  
Copyright Union.

As the United States is not a party to the International Copyright Union, copyright protection is not secured abroad by virtue of copyright registration in this country. *Entry of copyright at Washington gives protection to the copyright only within the United States.* Moreover, the copyright office of the Library of Congress has no official functions as regards the securing of copyrights abroad, and can take no action regarding such foreign copyright protection.

## ARTICLES NOT SUBJECT TO COPYRIGHT REGISTRATION.

Articles not  
subject to copy-  
right registra-  
tion.

The following articles, frequently applied for, are not subject to copyright registration in this office under the copyright law and decisions of the courts:

- |  |                                      |
|--|--------------------------------------|
| Account books.                           | Emblems.                             |
| Advertisements.                          | "Endless chains."                    |
| Advertising devices.                     | Engravings of manufactured articles. |
| Advertising novelties.                   | Envelopes.                           |
| Albums.                                  | Fancy articles.                      |
| Articles of manufacture.                 | Fans.                                |
| Articles subject to patents for designs. | Flags.                               |
|  | Form of words.                       |
| Badges.                                  | Games.                               |
| Ballots.                                 | Government publications.             |
| Bank notes.                              | Gummed labels.                       |
| Banners.                                 | Ideas.                               |
| Betting books.                           | Identification cards.                |
| Blank agreements.                        | Indecent pictures.                   |
| Blank books.                             | Insignia.                            |
| Blank cards.                             | Labels. (See below.)                 |
| Blank forms.                             | Labels (gummed).                     |
| Blank price lists.                       | Letter heads.                        |
| Bonds.                                   | Mailing cards.                       |
| Book covers.                             | Manufactured articles.               |
| Books for minutes of societies.          | Mechanical devices.                  |
| Borders.                                 | Medals.                              |
| Box covers.                              | Medicines.                           |
| Business names.                          | Memorandum books.                    |
| Buttons.                                 | Mere names, words, or phrases.       |
| Calendars.                               | Names (business).                    |
| Campaign medals.                         | Names (coined).                      |
| Cards (identification).                  | Names of articles.                   |
| Cards (playing).                         | Names of companies.                  |
| Cards (postal).                          | Names of corporations.               |
| Cards (score).                           | Names of libraries.                  |
| Catchwords.                              | Names of medicines.                  |
| Checks.                                  | Names of products.                   |
| China.                                   | Names of substances.                 |
| Coats of arms.                           | Names (professional).                |
| Coined words or names.                   | Names (stage).                       |
| Contracts.                               | Note headings.                       |
| Corporations.                            | Notes (promissory).                  |
| Coupons, or coupon systems.              | Novelties.                           |
| Crests.                                  | Obscene pictures.                    |
| Crockery.                                | Ophthalmic test cards.               |
| Cuts for advertisements.                 | Ornamental articles.                 |
| Cuts for articles of manufacture.        | Ornaments.                           |
| Dances.                                  | Pads.                                |
| Decorative articles.                     | Paper hangings.                      |
| Designs for badges or buttons, etc.      | Paper weights.                       |
| Devices.                                 | Pass books.                          |
| Dollar advertisements.                   | Patterns.                            |
| Dolls.                                   | Pedigree blanks.                     |
| Drafts.                                  |                                      |
| Earthenware.                             |                                      |
| Election tickets.                        |                                      |



Phrases or words.	Stage business.
Postal cards.	Stage curtains.
Pottery.	Stage scenes, or scenery.
Prints for articles of manufacture.	Stamps.
(See below.)	Stickers.
Prints (indecent or obscene).	Systems.
Private mailing cards.	
Professional names.	Tablets.
Promissory notes.	Test (ophthalmic) cards.
Public documents.	Tickets of any kind.
Puzzles.	Time books.
	Titles, as such.
Record books.	Titles of libraries.
Regalia.	Titles of newspapers.
	Titles of series.
Scenery (stage).	Trade-marks.
Score books.	
Scrap books.	Ustensils.
Scrolls.	
Seals.	Words (coined).
Signs.	Words or phrases.
Specialty acts.	Wrappers for articles to be sold.

Ideas, meth-  
ods, etc., not sub-  
ject to copyright.

Ideas, methods, schemes, and systems as such are not 2  
subject to registration for copyright protection.

#### LABELS AND PRINTS FOR ARTICLES OF MANUFACTURE.

Labels and  
prints.

Labels are not entered for copyright in the Library of Congress, but under the operation of the act of June 18, 1874, are required to be registered at the Patent Office. 2  
This act also defines the words "print," "cut," and "engraving," as used in the copyright law, as only applicable to pictorial illustrations or works connected with the fine arts. Only such prints or engravings, therefore, as are intended to be used as illustrations of a book, or which 3  
are of a distinctly artistic nature, such as are sold, used, or exchanged for their artistic value, are registrable in this office; and by the above act is relegated to the Patent Office "all registry in the general nature of, or akin to, copyright of things which are mere adjuncts or appurte- 3  
nances of articles of trade." (See *ex parte* Heinz Co. Official Gazette, Patent Office, v. 62, p. 1064.)

Patent Office  
rules.

The last edition of the "Rules of the Patent Office" contains the following information regarding the registration of prints for copyright in the Patent Office, under 4  
the operation of the act of June 18, 1874:

"The word 'print,' as used in section 3 of the copyright act, so far as it relates to registration in the Patent Office, is defined as an artistic and intellectual production designed



to be used for an article of manufacture, and in some fashion pertaining thereto but not borne by it; such, for instance, as an advertisement thereof.

"No print can be registered unless it properly belongs to an article of manufacture and is descriptive thereof, and is as above defined, and unless the application is filed before publication thereof.

"To entitle the author or proprietor of any such print to register the same in the Patent Office, the application for registration thereof must be made to the Commissioner of Patents, and the said application should be signed by the author or proprietor, or for the author or proprietor by a duly authorized agent.

"A complete application comprises—

5 "(a) A statement addressed to the Commissioner of Patents, disclosing applicant's name, nationality, and place of doing business; whether author or proprietor, and, if proprietor, a disclosure of the nationality of the author; the title of the print, and the name of the article of manu-  
0 facture for which the print is to be used.

"(b) Ten copies of the print, one of which, when the print is registered, shall be certified under the seal of the Commissioner of Patents and returned to the author or proprietor.

5 "A certificate of such registry shall remain in force for twenty-eight years from its date.

"The certificate may be continued for a further term of fourteen years upon filing a second application within  
0 six months before the expiration of the term of the original certificate, and complying with all other regulations with regard to original applications. Within two months from the date of said renewal, the applicant must cause a copy of the record thereof to be published for four weeks in one or more newspapers printed in the United States.

5 The fee for registration of a print or label is \$6."

Renewal of  
copyright of  
print.

#### BLANK BOOKS AND BLANK FORMS.

The term "book," as used in the copyright law to designate an article subject to copyright protection, means a book in the literary sense, and not in the material sense  
0 alone. A single sheet, if a literary composition, may be termed a book in applying for copyright registration, but printed productions which are partly unfinished, or with arranged spaces to be filled in, such as blank forms, account

Blank book.

books, ledgers, memorandum books, diaries, time and score books, etc., are not productions which can be designated "books," and registered as such for copyright protection. The book whose title can be recorded for copyright protection must be a completed literary production, all copies of which are alike, and not a work with blank spaces such that each copy when completed is different from another copy. It was held in the case of *Everson vs. The Librarian of Congress* (decided April 12, 1898; reported in 26 Washington Law Reporter, p. 546) that the latter official could not be required to record the title of a book of blank forms as a preliminary to copyright protection, and the decision in that case is held to be ruling upon the Copyright Office to exclude from registration all articles such as are described above.

*Everson vs. Librarian of Congress.*

#### COPYRIGHT OFFICE AN OFFICE OF RECORD.

Copyright Office an office of record.

The Copyright Office is purely an office of record; it does not "issue" a copyright, but merely records a claim to copyright protection. The copyright statutes explicitly state how the claim is to be recorded; namely, in the following words:

"Library of Congress, to wit:

Be it remembered that on the                      day of  
A. B., of                      hath deposited in this office  
the title of a book, (map, chart, or otherwise, as the case may be, or description of the article), the title or description of which is in the following words, to wit: (here insert the title or description,) the right whereof he claims as author, (originator, or proprietor, as the case may be,) in conformity with the laws of the United States respecting copyrights." Whether a compliance with the statutory provisions as to registration of title, deposit of copies, and publication of notice of copyright secures a valid protection depends upon facts which the Copyright Office has no authority to weigh or consider. Every application received, properly made out, and for an article named in the copyright law as subject to copyright protection, if accompanied with the prescribed fee, is registered in its turn, and the office is not permitted to give any consideration to conflicting claims. Duplicate applications in behalf of the same person, if detected, are not registered, but the duplicate fee is returned. The office can not, however, undertake to identify all duplicate

All applications recorded.

applications, as doing so would cost the Government more than the result would justify. The application forms issued by the office are printed in copying ink, so as to enable each applicant to keep press copies of all applications made. A record once made can not be altered or annulled, nor can the fee applied for any record be refunded or used for any other registration.

A copy of any Bulletin or Information Circular of the Copyright Office with a particular section or paragraph marked, sent to any person making an inquiry, is intended as a respectful answer by this office. Replies to inquiries.

#### PROCLAMATIONS ISSUED BY THE PRESIDENT, EXTENDING COPYRIGHT TO CITIZENS OF CERTAIN FOREIGN COUNTRIES, 1891-1904.

Proclamation of July 1, 1891: Belgium, France, Great Britain and her possessions, and Switzerland.

Proclamation of April 15, 1892: Germany.

Proclamation of October 31, 1892: Italy.

Proclamation of May 8, 1893: Denmark.

Proclamation of July 20, 1893: Portugal.

Proclamation of July 10, 1895: Spain.

Proclamation of February 27, 1896: Mexico.

Proclamation of May 25, 1896: Chile.

Proclamation of October 19, 1899: Costa Rica.

Proclamation of November 20, 1899: Netherlands (Holland) and her possessions.

Proclamation of November 17, 1903: Cuba.

Proclamation of January 13, 1904: China. (Treaty of October 8, 1903, Article XI.)

#### INTERIM COPYRIGHT.

Congress has passed a law, approved January 7, 1904, providing copyright protection upon any of the following productions made abroad and exhibited at the Louisiana Purchase Exposition at St. Louis in 1904:

Group I: Books, maps or charts, dramatic compositions, musical compositions, engravings, cuts, or prints, chromos or lithographs, photographs.

Group II (original works of art): Paintings, drawings, statues, statuary, models or designs intended to be perfected as works of the fine arts.

The protection may be obtained by complying with the provisions of the law as herein explained.

## FORMALITIES.

*Group I.*—For articles in Group I, the author, or his heirs or assigns, is required to deliver at the Copyright Office, at Washington, D. C., *one copy* of his book, map or chart, dramatic composition, musical composition, engraving, cut, or print, chromo or lithograph, or photograph, together with a statement duly subscribed to *in writing* that the book or other article is intended for exhibition at the Louisiana Purchase Exposition at St. Louis in 1904, and that copyright is desired by the author (whose full name and legal residence should be stated), or by the author's heirs or assigns, in which case their names and legal residences should be given. Printed blank application forms, to be used in making these statements, may be obtained upon applying to the Register of Copyrights.

In addition to the above statement of the applicant, there should be sent with each book or other article the fee provided by law, namely, \$1.50 for each book or other article. In the case of a work in more than one volume, \$1.50 is required to be sent for each volume. A certificate of entry of title will be returned to the applicant.

*Group II.*—In the case of original works of the fine arts, such as paintings, drawings, statues, statuary, and models or designs intended to be perfected as works of the fine arts, which are to be exhibited at the Louisiana Purchase Exposition at St. Louis in 1904, the author of any such work of art, or his heirs or assigns, is required to deliver at the Copyright Office, Library of Congress, Washington, a brief *description* of the said work of art, with a photograph of it, and \$1.50 for each separate description.

## FEES.

The fee for each registration is \$1.50—that is, \$1.50 for each separate production; and in the case of a work in more than one volume, \$1.50 for *each volume*. This fee should be forwarded by means of an INTERNATIONAL MONEY ORDER, payable to the REGISTER OF COPYRIGHTS.

If applicants desire to deposit the copy, file the necessary application, and pay the fee through an agent in New York, or elsewhere in the United States, that may be done.

*No registrations can be made under the law after November 30, 1904.*

## TERM OF PROTECTION.

The sole liberty of printing, reprinting, publishing, copying, and vending the book or other article is granted for a period of two years from the date of the receipt of the book or other article in the Copyright Office, Library of Congress, Washington, as provided for above.



## EXTENSION OF TERM OF PROTECTION.

If within the two years, *in the case of a book*, TWO COPIES of the original text of any such book, or of a translation of it in the English language, printed from type set within the limits of the United States, or from plates made therefrom, are deposited in the Copyright Office, Library of Congress, Washington, the term of copyright protection of such book is extended for the full terms provided for by the present copyright laws, namely, 28 years and 14 years, computed from the date of the first receipt of the book.

In the case of a *photograph, chromo, or lithograph*, if within the two years TWO COPIES of any such photograph, chromo, or lithograph, printed from negatives or drawings on stone made within the limits of the United States, or from transfers made therefrom, are deposited in the Copyright Office, Library of Congress, Washington, the term of the copyright protection is also extended for the full terms provided by the present copyright laws.



## CUSTOMS REGULATIONS AS TO IMPORTATION OF COPYRIGHT ARTICLES, 1900.

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### ENTRY OF IMPORTED MERCHANDISE: COPYRIGHTED BOOKS AND OTHER ARTICLES.

ART. 613. Copyrighted books and articles, the importation of which is prohibited by section 4956, Revised Statutes, as amended by section 3 of the act of March 3, 1891, shall not be admitted to entry. Such books and articles, if imported *with* the previous consent of the proprietor of the copyright, shall be seized by the collector of customs, who will take the proper steps for the forfeiture of the goods to the United States under section 3082, Revised Statutes.

Treasury Decisions 10269, Oct. 8, 1890; 11098, May 2, 1891; 11436, July 3, 1891; 11449, July 9, 1891; 11617, Aug. 11, 1891; 14898, Apr. 20, 1894; 15664, Feb. 28, 1895; 16046, May 14, 1895; 16739, Feb. 3, 1896; 17454, Oct. 13, 1896; 17885, Mar. 11, 1897; 20430, Dec. 16, 1898; 21003, Apr. 13, 1899; 21012, Apr. 17, 1899.

ART. 614. Copyrighted books and articles imported contrary to said prohibition and *without* the previous consent of the proprietor of the copyright, being primarily subject to forfeiture to the proprietor of the copyright, shall be detained by the collector, who shall forthwith notify such proprietor in order to ascertain whether or not he shall institute proceedings for the enforcement of his right to the forfeiture.

ART. 615. If the proprietor institute such proceedings and obtain a decree of forfeiture, the goods shall be delivered to him upon payment of the expenses incurred in the detention and storage, and the duties accrued thereon. If such proprietor shall fail to institute such proceedings within 60 days from date of notice, or shall declare in writing that he abandons his right to the forfeiture, then the collector shall proceed as in the case of articles imported with the previous consent of such proprietor.

ART. 616. Copyrighted articles, the importation of which is not prohibited, but which, by virtue of section 4965, Revised Statutes, as amended by section 8 of said act, are forfeited to the proprietor of the copyright when imported without his previous consent, and are moreover subject to the forfeiture of \$1 or \$10 per copy, as the case may be, one-half thereof to the said proprietor and the other half to the use of the United States, shall be taken possession of by the collector,

who shall take the necessary steps for securing to the United States half of the sum so forfeited, and shall keep the goods in his possession until a decree of forfeiture is obtained, and the half of the sum so forfeited, as well as the duties and charges accrued, are paid; whereupon he shall deliver the goods to the proprietor of the copyright. Duties collected on prohibited copyrighted articles can not be refunded.

Treasury Decision 19722, July 22, 1898.

In case of failure to obtain a decree of forfeiture, the goods shall be admitted to entry.

JOINT REGULATIONS OF THE TREASURY AND POST-OFFICE  
DEPARTMENTS.

ART. 617. For the purpose of carrying into effect the provision in section 4965, Revised Statutes, as amended by the copyright acts of March 3, 1891, and March 2, 1895, which prohibits the importation of musical compositions duly copyrighted thereunder, and under the authority conferred by section 4958, Revised Statutes, as amended, which provides that "the Secretary [of the Treasury] and Postmaster-General are hereby empowered and required to make and enforce such rules and regulations as shall prevent the importation into the United States, except upon the conditions above specified, of all articles prohibited by this act," the following regulations are promulgated for the government of the officers of the customs and of the postal service, viz:

Treasury Decision 19514, June 21, 1898.

ART. 618. Inasmuch as under paragraph 403, act of July 24, 1897, music in books or sheets, except in certain specified cases, is liable to customs duty, postmasters are instructed to carefully examine the mails from foreign countries and to forward all musical publications found therein to the nearest customs officer. Customs officers are instructed to keep a close watch for matter imported through the usual channels in violation of the copyright act.

Treasury Decision 20490, Jan. 4, 1899.

ART. 619. Upon the receipt of such matter from postmasters or in the usual channels, customs officers will proceed to collect, in the regular manner, the duty on all such matter as is properly admissible, and shall hold all music in books or sheets imported in violation of any copyright of the United States, and notify by mail the owner of the copyright and the owner, importer, or consignee of the prohibited articles, or the person to whom addressed.

ART. 620. If within three months from the mailing of the notice the owner of the copyright shall not institute proceedings for forfeiture of such articles under the provisions of section 4965, Revised Statutes, as amended by the act of March 2, 1895 (28 Stat., 965), or

the owner or importer of the prohibited articles, or the person to whom addressed, shall not appear and show cause to the contrary, the customs officer is directed to burn or otherwise destroy the prohibited articles.

Reprinted from "Customs Regulations of the United States Prescribed for the Instruction and Guidance of Officers of Customs. United States Treasury Department." 8°. Washington: Government Printing Office, 1900, pages 210, 211, 212.

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Blank price lists not subject to copyright registration .....	23	
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Bonds not subject to copyright registration.....	23	
Book:		
May be copyrighted .....	6	10
Author or proprietor of, may secure copyright registration .....	12	35
Each volume of, requires separate entry of copyright .....	12	20
New edition of, requires deposit of ONE copy.....	13	40
Printed title of, must be filed.....	10	5
Two copies of, must be deposited .....	13	10
Copies deposited must be printed from type set within the United States .....	13	30
When applying for copyright of, should state where printed.....	6	30
Book covers not subject to copyright registration .....	23	
Books for minutes of societies not subject to copyright registration...	23	
Borders not subject to copyright registration .....	23	
Box covers not subject to copyright registration .....	23	
Business names not subject to copyright registration .....	23	
Buttons not subject to copyright registration .....	23	
Calendars not subject to copyright registration .....	23	
Campaign medals not subject to copyright registration .....	23	
Cards:		
Identification, not subject to copyright registration .....	23	
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"Chart" should only be used to designate a form of map.....	6	10
Checks not subject to copyright registration.....	23	
China not subject to copyright registration.....	23	
Chrono:		
May be copyrighted.....	6	5
Author, designer, or proprietor of, may secure copyright.....	12	35
Printed title of, must be filed.....	10	5
Two copies of, must be deposited.....	13	25
Copies deposited must be made in United States.....	13	30
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Should be made as "author," "designer," or "proprietor".....	7	25
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Coined words or names not subject to copyright registration.....	23	
Comedy should be applied for as "Dramatic composition".....	6	25
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Compiler may obtain copyright registration.....	12	40
Contracts not subject to copyright registration.....	23	
Copies deposited must be complete printed copies of the best edition issued.....	13	25
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May be by any instrument of writing.....	17	35
Must be recorded within sixty days.....	17	35
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For recording title when production of citizen, 50 cents.....	16	15
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For copy of record, 50 cents.....	16	30
For recording assignment, \$1.....	16	35
For copy of assignment, \$1.....	16	35
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Remit only exact amount of.....	3	
Once applied can not be refunded.....	27	5

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Must be inserted in every copy.....	15	20
Form of .....	15	25
Penalty (\$100) for printing false.....	16	5
Copyright Office, merely an office of record .....	26	15
Copyright renewal. ( <i>See</i> Renewal.)		
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Statutory definition of .....	24	25
May be copyrighted .....	6	5
Author, designer, or proprietor of, may secure copyright.....	12	35
Printed title of, must be filed.....	10	5
Two copies of, must be deposited.....	13	25
For advertisement, not subject to copyright registration.....	23	
For article of manufacture, not subject to registration in this office .....	23	
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Two copies required .....	13	25
To be delivered at Library of Congress or deposited in the mail.....	13	15
Not later than day of publication.....	13	15
Complete copies of best edition required .....	13	25
In case of books, must be printed from type set within the United States .....	13	30
In case of plays .....	18	35
Failure to deposit, involves \$25 penalty .....	13	25
Of new edition, <i>one</i> copy is required to be deposited .....	13	40
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Should not be sent without name and address of sender marked <i>on article</i> .....	3	
Duplicate deposits should not be made.....	3	
Deposit of printed title:		
Essential to copyright protection .....	10	5
To be delivered at Copyright Office or mailed .....	11	20
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"Design" should only be used to designate an artistic production ...	6	20
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Intended to be perfected as works of the fine arts, may be copy- righted .....	6	5
Author, inventor, designer, or proprietor of, may secure copy- right registration .....	12	35
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"Dollar advertisements" not subject to copyright registration .....	23	
Dolls not subject to copyright registration .....	23	
Drafts not subject to copyright registration .....	23	
Drama should be applied for as "Dramatic composition" .....	6	25
Dramatic composition:		
May be copyrighted .....	5	35
Author or proprietor of, may secure copyright registration .....	12	35
Printed title of, must be filed .....	10	5
Two copies of, must be deposited .....	13	20
Sole liberty of performing or representing, secured to author or proprietor .....	18	25
Dramatization, authors have exclusive right of .....	18	25
Dramatizer may secure copyright registration .....	12	40
Drawing:		
May be copyrighted .....	6	5
Author, designer, or proprietor of, may secure copyright .....	12	35
Description of, must be filed .....	11	10
Photograph of, must be deposited .....	11, 13	10, 20
Earthenware not subject to copyright registration .....	23	
Editions, new, require deposit of one copy .....	13	40
Editor may retain copyright registration .....	12	40
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Emblems not subject to copyright registration .....	23	
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Engraving:		
Statutory definition of .....	24	25
May be copyrighted .....	6	5
Author, designer, or proprietor of, may secure copyright .....	12	35
Printed title of, must be filed .....	10	5
Two copies of, must be deposited .....	13	25
Should not be sent without being marked with title and name and address of sender .....	3	
Of article of manufacture not registrable in this office .....	23	
Envelopes not subject to copyright registration .....	23	
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Fancy articles not subject to copyright registration .....	23	
Fans not subject to copyright registration .....	23	
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Fees:		
For recording title, when production of citizen of United States, 50 cents .....	16	15
When production of foreigner, \$1 .....	16	20
For copy of record, 50 cents .....	16	30
For recording assignment, \$1 .....	16	35
For copy of assignment, \$1 .....	16	35
For certified receipt for deposit of two copies, 50 cents .....	16	30
Should be remitted by money order or express order .....	17	5
Remit only exact amount of .....	3	
Once applied can not be refunded .....	27	5



## Fine arts:

	Page.	Line
Works of the (paintings, drawings, statues, etc.), may be copyrighted .....	6	5
Author, designer, or proprietor of, may secure copyright.....	12	35
Description of, must be filed .....	11	10
Photograph of, must be deposited .....	11, 13	10, 20
"Engravings," "cuts," and "prints" may be copyrighted only when works of the .....	24	25
Firm, name of, may be used in applying for copyright registration...	7	25
Flags, not subject to copyright registration .....	23	
Foreign authors (what) may secure copyright registration.....	19	35
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Form of words not subject to copyright registration.....	23	
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Games not subject to copyright registration .....	23	
Government publications not subject to copyright registration.....	23	
Gummed labels not subject to copyright protection .....	23	
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Ideas not subject to copyright registration.....	23	
Identification cards not subject to copyright registration .....	23	
Importation of copyright articles; customs regulations as to .....	30	
Indecent pictures not subject to copyright protection .....	23	
Indefinite designations should not be used when applying for copyright registration .....	6	10
Insignia not subject to copyright registration .....	23	
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International copyright:		
Provisions regarding.....	19	30
List of countries to whose authors the privilege of copyright in the United States has been extended.....	20	5
Copyright in foreign countries.....	22	15
Joint authors may apply for copyright in their names.....	7	20
Labels:		
Can not be entered at Copyright Office.....	24	25
Gummed, not subject to copyright protection .....	23	
May be registered at Patent Office .....	24	25
Legal holidays .....	12	5
Legal resident of the United States privileged to copyright protection .....	6	45
Letter heads not subject to copyright registration.....	23	
Lithograph:		
May be copyrighted .....	6	5
Author, designer, or proprietor of, may secure copyright.....	12	35
Printed title of, must be filed .....	10	5
Two copies of, must be deposited.....	13	10
Copies deposited must be made in the United States.....	13	35
Application for copyright should state whether made in United States .....	6	30
Louisiana Purchase Exposition, copyright protection for exhibitors...	27	30
Mail (free) labels supplied on request .....	5	5
Mail matter from Copyright Office sent free .....	5	10
Mailing cards not subject to copyright registration.....	23	
Manila .....	21	20

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Manufactured article not subject to copyright registration.....	23	
Manuscripts or other original articles .....	14	25
Map:		
May be copyrighted .....	5	35
Author, designer, or proprietor of, may secure copyright.....	12	35
Printed title of, must be filed.....	10	5
Two copies of, must be deposited.....	13	10
Mechanical devices not subject to copyright registration .....	23	
Metallics not subject to copyright registration.....	23	
Medicines not subject to copyright registration .....	23	
Memorandum books not subject to copyright registration.....	23	
Mere names, words, or phrases not subject to copyright registration..	23	
Model:		
Intended to be perfected as work of the fine arts, may be copy- righted .....	6	5
Author, inventor, designer, or proprietor of, may secure copy- right .....	12	35
Description of, must be filed .....	11	10
Photograph of, should be deposited.....	11, 13	10, 20
“Model” should be used only in connection with a work of the fine arts—i. e., sculpture .....	4	20
Musical composition:		
May be copyrighted .....	5	35
Author or proprietor of, may secure copyright registration .....	12	35
Printed title of, must be filed.....	10	5
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Title for filing.....	10	5
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Of copyright claimant required to be stated in application.....	7	10
Fictitious, can not be used in applying for copyright registration.	7	10
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Nature of article to be copyrighted required to be stated.....	5	35
Negatives, photographic:		
May be copyrighted .....	6	5
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Form of .....	15	25
Must be inserted in each copy .....	15	20
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Novelties not subject to copyright registration .....	23	
Obscene pictures not subject to copyright protection .....	23	
One parcel should be made of application, fee, title, and two copies ..	3	
Ophthalmic test cards not subject to copyright registration .....	23	
Original articles (drawings, paintings, statuary, etc.) should <i>not</i> be sent to Copyright Office .....	14	30
Ornamental articles not subject to copyright registration .....	23	
Ornaments not subject to copyright registration .....	23	
Pads (writing) not subject to copyright registration .....	23	
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May be copyrighted .....	6	5
Author or proprietor of, may secure copyright registration .....	12	35
Description of, must be filed .....	11	10
Photograph of, must be deposited .....	11, 13	10, 20
Paper hangings not subject to copyright registration .....	23	
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Pass books not subject to copyright registration .....	23	
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For failure to make deposits of copies, \$25 .....	13	25
For false claim of copyright, \$100 .....	16	5
Periodicals, each number of, requires separate entry .....	12	25
Philippines .....	21	5
Photograph:		
May be copyrighted .....	6	5
Author or proprietor of, may secure copyright registration .....	12	35
Printed title of, must be filed .....	10	5
Two copies of, must be deposited .....	13	30
Copies deposited must be printed from negatives made in United States .....	13	35
Each pose requires separate entry .....	12	30
Should bear title, distinguishing mark or name, and name and address of sender .....	3	
Applications for copyright of, should state whether made in United States .....	6	30
Photographic negative:		
May be copyrighted .....	6	5
Author or proprietor of, may secure copyright registration .....	12	35
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Author, designer, or proprietor of, may secure copyright.....	12	35
Printed title of, must be filed.....	10	5
Two copies of, must be deposited.....	13	25
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May be registered at Patent Office.....	24	25
"Print" should not be used merely to designate something printed..	6	20
Printed copies must be deposited.....	13	30
Printed from type set within the United States.....	13	30
Printed title must be filed.....	10	5
Prints (indecent or obscene).....	24	
Private mailing cards not subject to copyright registration.....	24	
Professional names not subject to copyright registration.....	24	
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Pseudonym can not be used in making application for copyright.....	7	10
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Must be within a "reasonable time" after entry of title.....	18	10
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Term "publication" should not be used when applying for copy- right registration.....	6	10
Puzzles not subject to copyright registration.....	24	
Real name of copyright claimant required to be stated.....	7	10
Receipt for copies deposited.....	15	5
Receipt form, blank:		
Should be filled up.....	15	10
Supplied upon request.....	15	15
Record books not subject to copyright registration.....	24	
Regalia not subject to copyright registration.....	24	
Registration once made can not be corrected or annulled.....	27	5
Remittances should be made by money order or express order.....	17	5
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Seals not subject to copyright registration.....	24	
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Author, inventor, designer, or proprietor of, may secure copy- right registration.....	12	35
Description of, must be filed.....	11	10
Photograph of, must be deposited.....	11	10
Statue:		
May be copyrighted.....	6	5
Author, designer, or proprietor of, may secure copyright.....	12	35
Description of, must be filed.....	11	10
Photograph of, must be deposited.....	11	10
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Must be on or before day of publication.....	11	20
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Send no, unaccompanied by fee for recording.....	3	
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"Work of art" should not be used when applying for copyright.....	6	10
Works in more than one volume.....	12	20
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## COPYRIGHT OFFICE PUBLICATIONS.

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### BULLETIN No. 1.—COPYRIGHT LAW OF THE UNITED STATES.

The Copyright Law of the United States of America, in force June 1, 1904. Being the Revised Statutes of the United States, title 60, chapter 3 (1873), as amended by the Acts approved June 18, 1874; August 1, 1882; March 3, 1891; March 3, 1893; March 2, 1895; January 6, 1897; February 19, 1897, and March 3, 1897, etc. 5th ed., rev. 28 pp. 8°. Washington, Government Printing Office, 1904.

### BULLETIN No. 2.—DIRECTIONS FOR THE REGISTRATION OF COPYRIGHTS.

Directions for the Registration of Copyrights, under the Laws of the United States. 4th Rev. ed. 44 pp. 8°. Washington, Government Printing Office, 1904.

### BULLETIN No. 3.—COPYRIGHT ENACTMENTS, 1783-1900.

Copyright enactments, 1783-1900. Comprising the Copyright Resolution of the Colonial Congress, 1783; the Copyright Laws of the Original States, 1783-1786; the Constitutional Provision concerning Copyright Legislation, and the Public and Private Copyright Laws enacted by Congress from 1790 to 1900; together with the Presidential Proclamation Regarding International Copyright. 83 pp. 8°. Washington, Government Printing Office, 1900.

### BULLETIN No. 4.—INTERNATIONAL COPYRIGHT.

Full text of the International Copyright Convention of September 9, 1886, with the text of the additional stipulations, signed at Paris, May 4, 1896; the text of the Treaty of Montevideo of 1889; Pan-American Convention of January 27, 1902; Central-American Convention of June 17, 1897; and the Proclamations of the President of the United States extending copyright, from 1891 to 1904; together with a bibliographical list of copyright treaties now in force. 8°. Washington, Government Printing Office, 1904.

### BULLETIN No. 5.—COPYRIGHT IN ENGLAND.

Instructions for registration for copyright protection within the British Dominions. 2d ed. To which is added: A digest of the English copyright law by Sir James Stephen, and copyright acts from 1875 to date. Reprinted from official documents. 101 pp. 8°. Washington, Government Printing Office, 1902.

### BULLETIN No. 6.—COPYRIGHT IN CANADA AND NEWFOUNDLAND.

Rules and forms for copyright registration in Canada, together with the copyright laws of Canada, Newfoundland, New Brunswick, Nova Scotia, and Prince Edward Island. 126 pp. 8°. Washington, Government Printing Office, 1903.

### BULLETIN No. 7.—FOREIGN COPYRIGHT LAWS.

A list of the foreign copyright laws now in force, with citations of printed texts and translations, etc. 81 pp. 8°. Washington, Government Printing Office, 1904.

### REPORT ON COPYRIGHT LEGISLATION.

Report on copyright legislation, by the Register of Copyrights, with list of United States copyright laws, Revised Statutes relating to copyright, with subsequent enactments, and list of foreign copyright laws. 159 pp. 8°. Washington, Government Printing Office, 1904.

## CATALOGUE OF COPYRIGHT ENTRIES.

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In conformity with the provisions of the Act of Congress of March 3, 1891 (51st Congress, 2d session, chap. 565, section 4: Statutes at Large, vol. 26, p. 1108), there is prepared, in the office of the Register of Copyrights, a weekly catalogue of all completed copyright business. The publication, entitled "CATALOGUE OF TITLE ENTRIES OF BOOKS AND OTHER ARTICLES ENTERED IN THE OFFICE OF THE REGISTER OF COPYRIGHTS, LIBRARY OF CONGRESS, AT WASHINGTON, D. C., UNDER THE COPYRIGHT LAW, WHEREIN THE COPYRIGHT HAS BEEN COMPLETED BY THE DEPOSIT OF TWO COPIES," contains a list of all copyright entries perfected by the deposit of the copies required by law, and gives in each case the full title entry, the name and address of the copyright claimant, the date and number of the copyright entry, and the date when the copies were deposited to complete the entry of copyright. The titles are classified under the following rubrics:

**Class A Books:**

- (1) Books proper.
- (2) Miscellaneous.
- (3) Newspaper and Magazine articles.

**B PERIODICALS.**

**C MUSICAL COMPOSITIONS.**

**D DRAMATIC COMPOSITIONS.**

**E MAPS AND CHARTS.**

**F ENGRAVINGS, CUTS, AND PRINTS.**

**G CHROMOS AND LITHOGRAPHS.**

**H PHOTOGRAPHS.**

- I FINE ARTS** (a list of the photographs deposited with applications for copyright of paintings, drawings, statuary, and models or designs intended to be perfected as works of the fine arts).

**INDEX OF COPYRIGHT PROPRIETORS.**

The index of proprietors is an index of all the entries contained in one week's issue of the catalogue, under an alphabet of the names of the copyright claimants.

The last number of each quarterly volume contains a general index for the whole volume, and contains references from (a) names of all copyright proprietors; (b) names of the authors of Books I and of Dramatic compositions; (c) the first word (not a, an, or the) of the titles of Periodicals, Dramatic compositions, and anonymous Books I; (d) the subject word of the titles of Maps.

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